

POSITION DESCRIPTION

1. Agency PDCN 70541000

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced) Replaces R9587000, Military Personnel Technician, GS-0204-07 Application of US OPM JFS for Asst. Work in HR Mgmt Grp, GS-0200, dtd Dec 2000		3. Service <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field	4. Empl Office Location	5. Duty Station	6. OPM Cert #
		7. Fair Labor Standards Act Not Applicable	8. Financial Statements Required <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No
		10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)	11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens	13. Competitive Level 14. Agency Use ENL

15. Classified/Graded by
☐ a. US Office of Pers Mgt ☒ b. Dept, Agency or Establishment ☐ c. Second Level Review ☐ d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Human Resources Assistant (Military)	GS	0203	07	rrh	06 Apr 04

16. Organizational Title (If different from official title)	17. Name of Employee (optional)
18. Dept/Agency/Establishment - National Guard Bureau a. First Subdivision - State Adjutant General b. Second Subdivision - Joint Force Headquarters (State)	c. Third Subdivision -Manpower & Personnel Directorate (J-1) d. Fourth Subdivision -Military Personnel Office e. Fifth Subdivision -
19. Employee Review. This is an accurate description of the major duties and responsibilities of my position.	Employee Signature /Date (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor Signature _____ Date _____	b. Typed Name and Title of Higher-Level Supervisor/Manager (optional) Signature _____ Date _____
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21. Classification/Job Grading Certification: I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards. Typed Name and Title of Official Taking Action RENA R. HUNT Human Resources Specialist (Classification) Signature _____ Date _____ //SIGNED// 06 Apr 04	22. Standards Used in Classifying/Grading Position U.S. OPM Job Family Position Classification Standard for Assistance Work in the Human Resources Management Group, GS-0200, dated Dec, 2000, U.S. OPM Introduction to Position Classification Standards, dated Aug, 1991. Information For Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.
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23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

24. Remarks:
 Released from NGB-J1-TNC, CRA 04-1012, dated 06 Apr 04

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

25.

a. INTRODUCTION

This position is located in the Military Personnel Office (MILPO) of the Army National Guard. The purpose of this position is to serve as the final reviewer and procedural authority of personnel actions submitted to the MILPO by lower echelons. Work is to be performed in one or more of the following work areas: Officer or Enlisted Personnel Management (OPM, EPM); Retirement Points Accounting Management (RPAM); Selected Reserve Incentive Program (SRIP); Montgomery G.I. Bill; MOS Medical Review Board (MMRB); Line of Duty (LOD) investigations; and Funeral Honors/Casualty Assistance.

b. DUTIES AND RESPONSIBILITIES

(1) Serves as a final reviewer of actions, which may include but are not limited to: accessions, promotions, transfers, boards, promotion eligibility; retirement eligibility; and actions that affect eligibility of educational or incentive benefits as well as sensitive, complex cases, which involve: allegations of inequitable, prejudiced, or similar treatment (e.g. issues of fraudulent enlistment or assignment; removal of military member from active or inactive status). Cases have major effects on career or service as they may result in unfavorable career separation or loss of status. Performs final review on file prior to review and action by a board, action officer, or others and insures that all levels of legal, medical, and administrative review have been completed. Summarizes salient facts and issues; analyzes case information; outlines options; and recommends appropriate action. Insures that regulatory requirements related to the specific action are met. Identifies gaps or inconsistencies in the record and initiates action or interviews personnel to obtain needed data.

(2) Researches and obtains all necessary relevant information regarding cases and issues and provides explanations and interpretations of rules, regulations, procedures, and requirements pertaining to actions taken or recommended. Drafts or prepares related correspondence for appropriate signature and enters data in automated systems, as needed. Retrieves data from information sources, both manual and electronic, for use in answering questions, responding to correspondence, or preparing reports or briefings. Insures completeness and proper forwarding of records to appropriate board. Provides advice and guidance to other personnel on actions in areas of expertise, as well as, advice, instructions, and interpretations, as needed, to lower echelons.

(3) Serves as the primary point of contact, coordinator, and advisor for questions regarding Military Funeral Honors and/or Casualty Assistance. Provides advisory services to family members of deceased military members (current and former) and serves as a liaison between the family and funeral directors and their assistants, Veterans Services Organizations, Veterans Affairs Offices, National Guard Bureau (NGB), Regional Casualty Assistance Coordinator (CAC), and other military services

and/or members. Provides assistance to the family members by advising them of the deceased member's entitlements and provides information or assistance with filling out any required forms. Maintains files and libraries of current funeral/casualty material including policies, procedures, and guidance from Department of Defense (DoD), NGB, Regional CAC, and the Veterans Administration. Coordinates with the Regional CAC, Funeral Home, Honor Guard, supporting military unit, and each Casualty Assistance Officer/Casualty Notification Officer (CAO/CNO) to ensure all requests for funerals and casualty assistance are supported. Collects data from various sources for statistical purposes regarding Funeral Honors and Casualty Assistance, which may also be used to project budgetary requirements. Coordinates with NGB and Regional CAC for assistance and support in the conduct of training in the program.

(4) Performs other duties as assigned.

c. FACTOR DISCUSSIONS

Factor 1. Knowledge Required by the Position

--A comprehensive knowledge of the majority of the laws, rules, regulations, policies, procedures, and precedents relating to the area of assignment; and the ability to apply this knowledge in the interpretation and application of regulatory and procedural requirements to complex cases.

--Knowledge of requirements for proposed action to ensure that documentation is correct and sufficient; ability to review organizational records, duty codes, medical, and educational regulations in order to analyze the information and determine the propriety of the action submitted and that all levels of legal, medical, and administrative review are complete.

--Ability to deal cooperatively with others to obtain needed information, to complete required case processing, and to explain decisions or recommendations to interested parties.

--Skill in compiling information and preparing reports.

--Ability to plan and organize work.

--Knowledge of military organizational structures, protocol, and similar matters.

Factor 2. Supervisory Controls

The supervisor makes assignments by outlining or discussing issues and defining objectives, priorities, and deadlines. The employee independently carries out work assignments but consults with the supervisor on unusual or difficult situations. Makes commitments to provide services and meet time requirements and handles problems and/or deviations in accordance with established policies, regulations, instructions, and

guidelines. Provides recommendations for alternative actions possible in the area of assignment. Review of completed actions focuses on its precedent setting or policy implications. Rationales prepared for recommendation on cases are reviewed for completeness, thoroughness, and soundness of judgment.

Factor 3. Guidelines

The employee selects the most appropriate guidance from established guides and procedures. Guidelines include DoD, Department of Army (DA), and NGB regulations, policies, and procedures as well as state regulations and policies, and local Standard Operating Procedures (SOP). Judgment is used in locating and selecting the most appropriate guideline, reference, or procedure for the circumstances of the assignment; and for making minor deviations to adapt the guidelines to the circumstance encountered. The supervisor is consulted if the existing guidelines cannot be applied or if significant deviations are proposed.

Factor 4. Complexity

Assignments include various duties that involve different and unrelated processes and require evaluations and analysis of data that have impact on career or service eligibilities. Assignments typically involve such complicating aspects as various types and sources of information, incomplete or conflicting data, or actions or steps that are not completely standardized or prescribed. The employee identifies the scope or nature of the problem, situation, or evaluation; summarizes salient facts and issues; and determines the need for and obtains additional information. The work involves intensive fact gathering, analysis and coordination of information and ideas related to the nature of the assignment.

Factor 5. Scope and Effect

Work involves dealing with a variety of conventional problems, questions or situations in conformance with established policy and regulation; and provides advice to personnel requesting assistance for the personnel program or specialty area(s) to which they are assigned. The work has a direct effect on the quality and adequacy of employee records, program operations, and services provided through the personnel office and may affect the career of the military member as well as their social and economic well being.

Factor 6. Personal Contacts & Factor 7. Purpose of Contacts

Contacts are with employees and managers in the agency, inside and outside the immediate office or related units, as well as with service members, family members of the service members, or members of the general public. Contacts may be with members at various levels within the agency and may range from National Guard Bureau, state counterparts, or members at lower levels in the field and unit levels.

Contacts are made to receive, or develop information to identify and clarify problems or issues; discuss significant findings; plan or coordinate work efforts; or resolve operation problems with cooperative personnel.

Factor 8. Physical Demands

The work is mostly sedentary. No special physical demands are involved. There may be some walking, standing, bending, or carrying of light items.

Factor 9. Work Environment

The employee works in an adequately lighted and ventilated office environment and observes normal safety precautions.

EVALUATION STATEMENT

A. Title, Series and Grade: Human Resources Assistant (Military), GS-0203-07

B. References:

1. U.S. OPM Job Family Position Classification Standard for Assistance Work in the Human Resources Management Group, GS-0200, dated Dec, 2000.
2. U.S. OPM Introduction to Position Classification Standards, dated Aug, 1991.

C. Background: This is a result of application of the new OPM GS-0200 Job Family Standard (JFS) to existing and new position descriptions. The new standard canceled the Military Personnel Clerical and Technician, GS-0204 series and assigned it to the Human Resources Assistance, GS-0203 series.

D. Pay Plan, Series, Title, and Grade Determination:

1. Pay Plan: The introduction to Position Classification Standards states that to determine the Pay Plan, it must be determined what the "paramount requirement" of the position is to determine if it belongs to the General Schedule or Federal Wage System (Section IV: Determining Coverage by the General Schedule or the Federal Wage System). A position is subject to the General Schedule, even if it requires physical work, if its primary duty requires knowledge or experience of an administrative, clerical, scientific, artistic, or technical nature not related to trade, craft, or manual-labor work. In this particular position, the primary duty requires knowledge of a clerical nature in the processing of military personnel action requests. Therefore, the General Schedule (GS) is the selected pay plan.

2. Series: The primary purpose of this position is to provide support to a Human Resources Specialist within one or more of the sections within the Military Personnel Office. Assistance is also provided directly to the military member or to lower echelon Human Resource Assistants. This requires a substantial knowledge of military Human Resource (HR) terminology, procedures, operations, functions, regulatory policy, and procedural requirements applicable to military HR transactions. This is a match with the series definition and meets the criteria for assignment to the GS-0203 series.

3. Title: The basic title for positions classified to the GS-0203 series is Human Resources Assistant. A parenthetical title of Military is added to further define that the work supports military HR programs and functions. The complete title is Human Resources Assistant (Military).

4. Grade: See attached Factor Evaluation System (FES) Position Evaluation Statement.

E. Conclusion: Human Resources Assistant (Military), GS-0203-07

70541000

CLASSIFIER: Rena R. Hunt, NGB-J1-TNC

Date: 06 Apr 04

**FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT**

FACTOR	LEVEL	POINTS	REMARKS
1. KNOWLEDGE REQUIRED BY THE POSITION	1-5	750	See Analysis Below
2. SUPERVISORY CONTROLS	2-3	275	See Analysis Below
3. GUIDELINES	3-2	125	See Analysis Below
4. COMPLEXITY	4-3	150	See Analysis Below
5. SCOPE AND EFFECT	5-3	150	See Analysis Below
6. PERSONAL CONTACTS & 7. PURPOSE OF CONTACTS	2b	75	See Analysis Below
8. PHYSICAL DEMANDS	8-1	5	See Analysis Below
9. WORK ENVIRONMENT	9-1	5	See Analysis Below
TOTAL POINTS ASSIGNED: 1535			GRADE: GS-07

NARRATIVE ANALYSIS OF CHART

Factor 1. Knowledge Required by the Position

FL 1-5 750 Points

The position meets level 1-5. The incumbent in this position is the final reviewer for military transactions that have come up from the lower echelons and requires a comprehensive knowledge of the HR rules, procedures, and technical methods sufficient to perform within the area of assignment and the ability to apply this knowledge in the interpretation and application of regulatory and procedural requirements to complex cases. The incumbent in this position works on limited projects which require the review of a service members record, analysis of facts and information within the records, and determine the propriety of the action submitted and that all levels of legal, medical, and administrative review are complete. The incumbent must be able to explain the decisions or recommendations to interested parties. These types of actions may impact the career of a member for promotion or separation or qualifications for future incentives, bonuses, educational benefits, etc. This matches level 1-5 which requires knowledge of, and skill in applying, a comprehensive body of HR rules, procedures, and technical methods sufficient to: carry out limited projects; analyze a variety of routine facts; research minor complaints or problems that are not readily understood; and summarize HR facts and issues.

Level 1-5 is the highest level discussed in this standard and the position does not reach level 1-6 discussed in the GS-0201 series (for cross comparison), nor is it required to perform at that level.

Factor 2. Supervisory Controls

FL 2-3 275 Points

The position is a match with level 2-3. At this level the supervisor makes assignments by: outlining or discussing issues, and defining objectives, priorities, and deadlines, as well as assistance on unusual assignments that do not have clear precedents. The employee at this level independently plans work; resolves problems; carries out the steps of assignments; makes adjustments using established practices and procedures; recommends alternative actions to the supervisor; handles problems that arise in accordance with instructions, policies, and guidelines and refers new or controversial issues to the supervisor for direction. Work products are reviewed for technical soundness, appropriateness, and conformity to policies and requirements. This is a match with this level where the incumbent of this position receives the details of the assignment from the supervisor, independently plans the work, consults with the supervisor on unusual or difficult situations, and provides the supervisor with recommendations for possible resolution. Case rationales are reviewed for completeness, thoroughness, and soundness of judgment.

Level 2-3 is the highest level discussed in this standard and the position does not reach level 2-4 discussed in the GS-0201 series, nor is it required to perform at that level.

Factor 3. Guidelines

FL 3-2 125 Points

Level 3-2 is a match with this position. At this level a number of established, procedural guidelines are used such as: work samples; references; and operating procedures and manuals. The employee at this level uses judgment in locating and selecting appropriate guidelines, manuals, references, and procedures for application to specific cases. The employee refers significant proposed deviations or situations to which existing guidelines cannot be applied to the supervisor or a higher graded co-worker. The incumbent of this positions selects the most appropriate guidance from guidelines which include: Department of Defense, Department of Army, and National Guard Bureau regulations, policies, and procedures as well as state regulations and policies, and local Standard Operating Procedures (SOP). Judgment is used in locating and selecting the most appropriate guideline, reference, or procedure for the circumstances of the assignment; and for making minor deviations to adapt the guidelines to the circumstance encountered. The supervisor is consulted if the existing guidelines cannot be applied or if significant deviations are proposed.

The position does not meet level 3-3. At this level guidelines have gaps in specificity and are not applicable to all work situations. The employee would select the most appropriate guideline and decides how to complete the various transactions. For example, this includes using judgment to: devise more efficient methods for procedural processing; gather and organize information for inquiries; and/or resolve problems referred by others. The primary standard also states that the employee uses judgment in interpreting and adapting guidelines, such as agency policies, regulations, precedents, and work directions for application to specific cases or problems and the employee analyzes the results and recommends changes. The incumbent of this position is dealing with military personnel regulations that dictate what has to be accomplished for actions to take place. Promotions, transfers, incentives, training, etc. all have regulatory requirements that must be met for the action to take place. The incumbent does not interpret and adapt guidelines or analyze results and recommend changes.

Factor 4. Complexity

FL 4-3 150 Points

The position is a match with level 4-3. Work at this level consists of different and unrelated steps in accomplishing HR Assignments and processes. The employee analyzes factual data, identifies the scope and nature of problems or issues, and determines the appropriate action from among many alternatives. At this level, the employee identifies and analyzes HR issues and/or problems to determine their interrelationships, and to determine the appropriate methods and techniques needed to resolve them. The incumbent in this position is processing various military personnel actions that vary from accessions, promotions, MOS awards/changes, bonus payments, transfers, etc. The steps that are performed to accomplish these actions vary along with the course of action chosen based on the employee's analysis of the specifics of the request and how it is to be best accomplished.

The standard does not describe a level above 4-3 and the position does not reach level 4-4 discussed in the GS-0201 series (for cross comparison), nor is it required to perform at that level.

Factor 5. Scope and Effect

FL 5-3 150 Points

The position meets level 5-3. Work at this level involves treating a variety of routine problems, questions, or situations within the HR office. Work also involves resolving problems using established procedures such as: rating employees, in specific lower-grade jobs, for promotion on the basis of their relative abilities; ranking employees into categories; applying appropriate standards in determining the titles, grades, and series codes of lower-grade positions; counseling employees on a variety of minor disciplinary problems. The incumbent of this position is dealing with problems such as: transfers, MOS awards/changes, Line of Duty investigations, promotions, etc., and how these actions can affect a military members career. For example, how a line of duty investigation affects whether or not a member may remain in the assigned MOS, or if a change to an MOS affects whether or not they can continue to get an enlistment bonus, or if a promotion can be accomplished for a member if the unit is over-strength on that particular career field.

Work at this level, has a direct effect on the quality and adequacy of employee records, program operations, and services provided through the HR office. Work also affects the social and economic well being of persons serviced through the HR office. The actions taken by the incumbent can affect the physical, social, and economic well being of the military member involved and affects the processes throughout the HR office.

Level 5-3 is the highest level discussed in this standard and the position does not reach level 5-4 discussed in the GS-0201 series (for cross comparison), nor is it required to perform at that level.

Factor 6. Personal Contacts &
Factor 7. Purpose of Contacts

Matrix 2b 75 Points

Personal Contacts

The position is a match with level 2 of this matrix. This level states contacts are with employees and managers in the agency, both inside and outside the immediate office or related units, as well as applicants, retirees, beneficiaries, and/or the general public, in moderately structured settings. Contact with employees and managers may be from various levels within the agency, such as headquarters, regions, districts, field offices, or other operating offices at the same location. The incumbent of this position is working with the managers within the office, managers or unit administrators outside the office from the lower echelons (units, division, brigade level), counterparts from other states, family members, and those of the general public (funeral homes, colleges). The contacts are often on a continual or repeat basis.

The GS-0203 standard does not exceed level 2 and the position does not meet level 3 of the GS 0201 standard matrix and is not required to perform at that level.

Purpose of Contacts

The position meets level b of the standard where contacts are to plan, coordinate, or advise on work efforts, or to resolve issues or operating problems by influencing or persuading people who are working toward mutual goals and have basically cooperative attitudes. The incumbent of this position is providing guidance and advice to military members, military personnel from lower echelons, as well as personnel within the office. These contacts are to coordinate on the personnel actions being submitted in order to resolve any problems associated with these actions.

The GS-0203 standard does not exceed level "b" and the position does not meet level "c" of the GS 0201 standard matrix and is not required to perform at that level.

Factor 8. Physical Demands

FL 8-1 5 Points

The work is mostly sedentary. No special physical demands are involved. There may be some walking, standing, bending, or carrying of light items.

Factor 9. Work Environment

FL 9-1 5 Points

The employee works in an adequately lighted and ventilated office environment and observes normal safety precautions.

FINAL CLASSIFICATION: Human Resources Assistant (Military), GS-0203-07

CLASSIFIER: Rena R. Hunt, NGB-J1-TNC

Date: 06 Apr 04